

CLAY TOWNSHIP

Board of Trustees Meeting

June 4, 2018

The regular meeting of Clay Township Trustees was called to order by Trustee President Dave Vore at 5:00 pm. The Pledge of Allegiance was said and a moment of silence was observed for our military veterans and first responders serving our community and country.

Roll call:

Requarth, present Woolf, present Vore, present

Trustee Vore moved to approve the minutes from the May 21, 2018 regular Trustee meeting; motion seconded by Trustee Woolf.

Roll call:

Requarth – Yes Woolf – yes Vore – Yes

Trustee Vore moved to approve the minutes from the May 22, 2018 Emergency Trustee meeting; motion seconded by Trustee Requarth.

Roll call:

Requarth – Yes Woolf – Abstained Vore – Yes

Hearing from the Public:

Keith Koontz, Council Member from the Village of Phillipsburg, acting Mayor, while Mayor Crabtree is out of town for 12 weeks, inquired about their request on forming a joint police department they had inquired about in April. Trustee Vore indicated the progress made and shared things were put on hold with the upcoming EMS/Fire levy. Trustee Vore said he had given preliminary information to Mayor Crabtree and was waiting for a response. Trustee Requarth said he was interested in financial projections and recommendations when available. The Trustees felt there will be a need to have a work session to review the options and financial information. Further review will be put on hold until Mayor Crabtree gets back into town.

Councilman Koontz inquired about possibly splitting of Clay Township Fire/EMS coverage differently after the levy failed to better service the residents. There was general discussion on monies available for the different departments and creating districts to address

coverage. Trustee Woolf reported that Jackson Township had a similar situation and their setup may be a guide for Clay Township to review.

Department Reports:

Police Department – Sargent Hawkins had nothing to report.

Cemetery/Road Department – Superintendent Maleski reported that he had turned in the monthly cemetery report. Superintendent Maleski also reported they had been working on the drainage/tile issues on our back property. The Township has 6” clay tile and had been working with the County to see how the drainage situation could be corrected. The County recommended that the tile should be replaced and be upgraded to 12” tile to handle the drainage and to work with the other residents to improve the drainage of the area. Trustee Woolf recommended that the new tile be at a depth that would accommodate a possible gas line that may run through that area.

Trustee Vore moved to accept the May cemetery report; Trustee Woolf seconded the motion.

Roll call:

Requarth – Yes

Woolf – yes

Vore – Yes

Zoning – Zoning Officer Brown had nothing to report. His report had been distributed earlier to the Trustees.

Trustee Vore reported that he had been working on complaints on properties that need mowing. The Township has been working with the banks on getting the grass cut on abandoned properties. Zoning Office Brown will issue violations for the properties. Zoning Officer Brown reported progress has been made on some of the properties. Trustee Woolf inquired on the number of days to take action; Clay Township’s policy is 15 days after violation notice has been issued the abatement process would begin. The process would take about two months before the Township could start mowing the property and assessing the property owner for the costs.

Fiscal Officer:

Detailed financial information for February and March 2018 had been distributed earlier to the Trustees and the bank reconciliation for April. Fiscal Officer Limbert indicated that the bank reconciliation has been added for approval to increase financial transparency. It is

recommended by the State Auditor's office that the Trustees have an opportunity to review the bank reconciliation as a part of their procedures to approve financial items. How to document their review can be done couple of different ways. There was general discussion and it was recommended that all financial items may be combined to have one approval procedure. Fiscal Officer Limbert will prepare a single page approval form to address all financial information addressed at the meeting.

There was general discussion on disclosure of financial information that included the "open checkbook" sponsored by the State of Ohio. After discussion of options available in disclosing financial information to the public, Fiscal Officer Limbert work with Oasis to post our financial information on our Website.

Fiscal Officer Limbert presented Blanket Certificates and Purchase Orders for the payment of bills. Trustee Vore moved to approve the Blanket Certificates and Purchase Orders as presented; Trustee Woolf seconded the motion.

Roll call:

Requarth – Yes

Woolf – Yes

Vore – Yes

Fiscal Officer Limbert presented warrants, electronic payments and payroll vouchers/warrants for approval. Trustee Vore moved to approve warrants and electronic vouchers as presented; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes

Woolf – Yes

Vore – Yes

Fiscal Officer Limbert reported that the Township's audit is tentatively scheduled to begin the 2nd week of July for three days. There will be a request for an extension of the report as the audit report is due June 30th.

Unfinished Business:

None

New Business:

None

Trustees Reports:

Trustee Requarth reported that in the next month or so that he will work on getting the Fire/EMS departments together along with the Mayors/City Manager to look at what needs to be done for the Fire/EMS services for the Township.

Trustee Woolf – Distributed a Combined Health District report on the spike of heroin usage in Montgomery County.

Trustee Woolf – thanked the Road/Cemetery Department for the work done in preparing for the Memorial Day service. Trustee Woolf had received several comments on how nice the cemetery looked. Trustee Woolf moved to donate \$100 each to Brookville Band and VFW for putting on the Memorial Day Service; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes

Woolf – yes

Vore – Yes

Trustee Woolf announced that the Lutheran Cemetery deed has been processed and registered. Trustee Woolf also reported that the road for the Lutheran Cemetery is in bad shape and needs repairing. After general discussion, Trustee Woolf will look into estimates for repairing the road.

Trustee Woolf reported “Keep Clay Clean” on August 11th advertising is ready and they will start promoting the event; including having information on the upcoming trash bills that will be going out at the end of the month.

Trustee Woolf will be looking over roads and will work with Road Superintendent Maleski to rank the roads for Issue II projects and maintenance in late July and work with the Police as well to identify the roads that need work on to prepare a rating system .

Trustee Woolf would like an executive session for the hiring of part time help.

Trustee Vore announced that we have a new prosecuting attorney, Nathaniel Peterson, who is replacing Alex Hale.

Trustee Vore inquired on the status of the Road/Cemetery road manual. Trustee Woolf indicated that progress is slow but it is being worked on.

Trustee Vore moved to go into Executive Session inviting Fiscal Officer Limbert for the discussion of personnel matters at 5:37pm; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes

Woolf – Yes

Vore – Yes

At 5:58pm, the Trustees returned from executive session.

Trustee Vore moved to adjourn the meeting; Trustee Requarth seconded the motion.

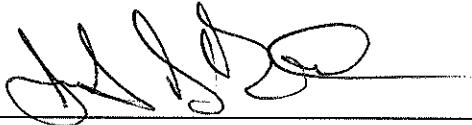
Roll call:

Requarth – Yes

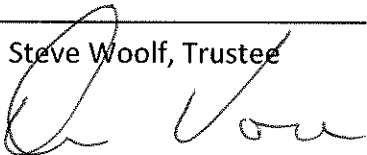
Trustee Woolf – Yes

Vore – Yes

Meeting adjourned at 5:59pm.

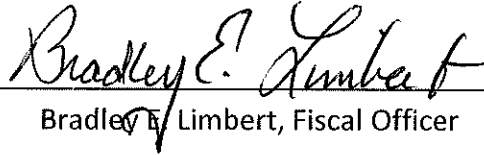


Jeff Requarth, Trustee



Steve Woolf, Trustee

Dave Vore, Trustee



Bradley E. Limbert, Fiscal Officer